

Report Date: 29 Apr 2012

Summary Report for Individual Task
805C-42B-7107
Develop HR Planning and Operations Staff Products Using MDMP
Status: Approved

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are assigned as the battalion S-1 and your unit is scheduled to deploy in support of full spectrum operations. The battalion Executive Officer and S-3 have called a meeting to begin the deployment planning process. As a battalion S-1, you must advise the commander on all planning considerations involving human resources (HR) and develop appropriate Courses of Action (COAs). You have access to FM 1-0 (Human Resources Support) and FM 5-0 (The Operations Process). Some iterations of this task should be performed in MOPP.

Standard: Analyze HR planning considerations using the Military Decision Making Process (MDMP) and prepare courses of action and recommendations for the commander. Provide HR input to the sustainment annex during the orders development process.

Special Condition: None

Special Standards: None

Special Equipment: None

MOPP: Sometimes

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Receive plans, orders, or guidance from higher headquarters.
 - a. Disseminate initial HR planning information and planning considerations.
 - b. Conduct composite risk management (CRM) in all phases of planning.
2. Formulate HR planning considerations.
 - a. Analyze commander's intent to determine HR requirements.
 - b. Determine data and voice communication requirements and resources.
 - (1) Coordinate with battalion S-6 to address anticipated communications shortfalls.
 - (2) Consider NIPR and SIPR requirements for automated HR systems to support personnel information management (PIM).
 - c. Determine necessary Command and Control (C2) nodes to track key personnel and main body movements throughout theater.
 - d. List unit, location, and functional area support provided by supporting unit (include all that apply).
 - (1) Determine Postal support.
 - (2) Determine Finance support.
 - (3) Determine available support from higher headquarters.
 - (4) Determine Casualty Liaison Team(s) support.
 - (5) Determine American Red Cross (ARC) support.
 - (6) Determine Army and Air Force Exchange System (AAFES) support.
 - e. Determine battalion personnel strength requirements.
 - (1) Determine reporting requirements for DTAS and JPERSTAT.
 - (2) Determine reporting requirements for deployed Unit Status Reporting (USR).
 - f. Determine HR support requirements.
 - (1) Develop and maintain the personnel estimate.
 - (2) Identify HR support constraints.
 - (3) Identify key facts and assumptions impacting HR operations.
 - (4) Formulate the concept of HR support in line with the concept of operation and the commander's intent.
 - (5) Determine HR resources required to support the operation.

- (6) Identify specified and implied tasks.
- (7) Evaluate organization of the S-1 section to ensure EPS are available during every phase of the operation.
- (8) Determine MWR requirements and resources throughout every phase of the operation.
- g. Coordinate HR planning activities with other staff sections and higher headquarters.
- h. Identify and develop training for HR battle drills, i.e. casualties, Red Cross messages, etc.
- i. Coordinate for necessary Deployment Cycle Support tasks for all phases of the deployment.
- 3. Develop HR support plan for the sustainment of operations.
 - a. Assess battalion casualty SOP.
 - b. Prepare estimates for personnel replacements.
 - c. Plan for rear detachment operations.
 - d. Revise HR planning guidance as necessary.
 - e. Review HR plan to ensure it supports the commander's intent.
 - f. Include Composite Risk Management (CRM) is included in HR support plan.
- 4. Apply HR support plan to the battalion's approved deployment course of action (COA).
 - a. Refine the status of all HR resources in theater.
 - b. List all critical HR events.
 - c. Identify HR support shortfalls.
 - d. Refine HR support plan.
- 5. Consider redeployment operations.
 - a. Develop plan for Relief in Place and Transfer of Authority HR considerations.
 - b. Coordinate with servicing post office for mail forwarding.
 - c. Develop policy for end of tour awards processing.
 - d. Complete evaluations on personnel attached for deployment.
 - e. Develop plan to accomplish personnel reset.
- (1) Complete PCS Awards.

(2) Complete evaluations reports on personnel departing unit.

(3) Cross-level personnel within battalion, as necessary.

6. Produce HR planning products.

a. Develop detailed HR support plans.

b. Provide input to Sustainment Annex of the OPORD.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received plans, orders, or guidance from higher headquarters.			
2. Formulated HR planning considerations.			
3. Developed HR support plan for the sustainment of operations.			
4. Applied HR support plan to the battalion's approved deployment course of action (COA).			
5. Considered redeployment operations.			
6. Produced HR planning products.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	FM 1-0	HUMAN RESOURCES SUPPORT	Yes	No
	FM 5-0	THE OPERATIONS PROCESS	Yes	No

Environment: Environmental Statement: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002
ENVIRONMENTAL-RELATED RISK ASSESSMENT

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination. Safety Statement: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks :

Task Number	Title	Proponent	Status
805C-42B-7106	Implement Postal Operations Plans and Policies	805C - Adjutant General (Individual)	Approved

Supported Collective Tasks :

Task Number	Title	Proponent	Status
12-6-0013(Step: 2.)	Manage Transient Personnel Activities	12 - Adjutant General (Collective)	Approved
12-6-0013(Step: 1.)	Manage Transient Personnel Activities	12 - Adjutant General (Collective)	Approved
12-6-0013(Step: 4.)	Manage Transient Personnel Activities	12 - Adjutant General (Collective)	Approved
12-6-0013(Step: 3.)	Manage Transient Personnel Activities	12 - Adjutant General (Collective)	Approved
12-1-3204	Establish CONUS Replacement Center (CRC) Operations	12 - Adjutant General (Collective)	Approved
12-1-1213	Plan Establishment of Human Resources Gateway	12 - Adjutant General (Collective)	Proposed
12-6-0013(Step: 6.)	Manage Transient Personnel Activities	12 - Adjutant General (Collective)	Approved
12-1-3210	Process NRP Replacements (CRC)	12 - Adjutant General (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42B0 - Human Resources Officer - CPT	Officer	AOC: 42B, Rank: CPT
42B0 - Human Resources Officer	Officer	AOC: 42B